

Purpose

The Department of Transportation recognizes the need for and supports the function of an orientation-type Rotational Training Program for engineering personnel just entering the Department and for Department technicians entering engineer status.

Policy

Applicants enter the program as a result of applying and interviewing competitively for open positions.

Once in the Program, the Rotational Trainees pass through the training under the supervision and coordination of the Human Resources Office which assumes administrative responsibility including scheduling of rotation, with approval of the Rotational Advisory Committee, as well as personnel actions.

Upon completion of the program, the Human Resources Office will assist as much as possible in the placement of these individuals into permanent assignments in the Department. Rotational engineers are encouraged to begin applying for full-time positions competitively after 3 1/2 years in the program.

Background

This program has been developed over time to insure that the Department has qualified civil engineers that are familiar with the function and purpose of transportation engineering.

Procedures

Rotational Training Program

UDOT 05C-82.1

Responsibility: College Graduate Applicant

Actions

1. May serve in apprenticeship-type training during summers on the Student Career Intern Program, during junior and senior years of college.
2. Meets the program requirements of being able to receive an engineer rating.
 - a. Receives a Civil Engineer Degree at an accredited college or university and
 - b. Passes the State of Utah Fundamentals of Engineering (F.E.) examination.
3. Submits to the Human Resources Office a program application complete with signatures and support documentation.

Responsibility: Human Resources Office

4. Reviews the employee's qualifications and application.
5. Participates in examining the applications, interviewing the applicants, approving or disapproving the applicants. If approved, then recommends beginning date and area for placement.
6. Notifies applicant of acceptance or rejection. If accepted:
 - a. Notifies and gets approval from the office into which the new trainee will be assigned.
 - b. Notifies the applicant of the first location and work assignment on his/her training schedule.
 - c. Orients the new trainee to the program.

Responsibility: Trainee

7. Reports to the first assigned location for training.

Responsibility: Rotational Training Area

8. Maintains the personnel file on the trainee and carries out such personnel actions as needed or as requested by the Human Resources Office.
9. Provides such training as to thoroughly orient the trainee to the area as outlined in the Rotational Training Handbook.
10. Assigned leader outlines a performance plan with the trainee.
11. Provides a performance evaluation to the trainee showing his/her progress at the end of each training period assigned.

Responsibility: Trainee

12. Participates in all areas of training as assigned, complies with all rules and procedures as observed in the areas he/she is assigned.
13. Provides monthly written report to Rotational Training Program Coordinator of training activities.
14. Communicates work related problems or requests which cannot be resolved, to the Rotational Training Program Coordinator.

Responsibility: Human Resources Office

15. Continues to rotate the trainee through the various areas until all suggested areas are completed, providing as much varied engineering experience as possible.
16. Review and update files with performance evaluations and monthly written reports of progress on each trainee.
17. Communicates current situations regarding department staffing requests to the Rotational Advisory Committee for direction.

Responsibility: Trainee

18. Works to find a permanent position beginning 6 months before completion of 4 years.
 - a. Notification of availability of permanent assignments will be through the current job posting system.
19. Pass Professional Engineers License and notifies the Human Resources Office with appropriate documentation.